

Expense Worksheet (Non-Travel)

This worksheet is used to report all non-travel expenses for which compensation is claimed.

- **"USDC Case No."** - Insert the case number of the case.
- **"USDC Case Name"** - Insert the name of the defendant.
- **"Date"** - Insert the date the expense was incurred in mm/dd/yr format. Select the appropriate classification for the expense incurred and enter the expense in the corresponding box.
- **"Brief Description of Services"** - Provide a description of expense provided in sufficient detail for the reviewing officer to determine the reasonableness.
- **"Postage & Delivery"** - Charges for case-related regular U.S. postage as well as special delivery services, *e.g.*, UPS, FedEx, DHL, express mail, or messenger are included in this category.
- **"In-House Copies"** - Insert the number of pages copied, the charge per copy and the total charges (number of copies multiplied by the per copy charge).
- **"Outside Copying"** - Insert the number of pages copied and the total charge as shown on the invoice.
- **"Telephone Charges"** - Insert all toll and long-distance charges for out-going case-related facsimiles and telephone calls and collect toll calls accepted from incarcerated clients.
- **"Other"** - Insert all other reimbursable expenses incurred that do not fit into one of the above-referenced categories.

Total the expenses incurred in each category and enter in the corresponding boxes.

Attach copies of all required receipts. Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided.

Receipts are *required* for all non-travel expenses more than \$50.00 and *encouraged* for all expenses less than \$50.00.

Notwithstanding this policy, receipts are always required for the following:

1. Outside copying regardless of the amount; and
2. Premium delivery and messenger services, e.g., Federal Express, UPS, *etc.*

Attach any necessary explanations, e.g., necessity for special delivery services.

Attach copies of all funding orders.